



FOREIGN AFFAIRS MANUAL

VOLUME 9 – Visas

Transmittal Letter: VISA-269

Date: May 02, 2001

APPENDIX E

**200 TYPES OF CORRESPONDENCE,
300 TELEGRAPHIC REFERENCES TO
STANDARD VISA TEXTS,
500 PROCEDURES FOR HANDLING
REQUESTS FOR INFORMATION OR
DOCUMENTS CONTAINED
IN THE VISA FILES,
700 INSTRUCTIONS RELATING TO
CONGRESSIONAL CORRESPONDENCE,
800 CORRESPONDENCE WITH
ATTORNEYS OR OTHER
INTERMEDIARIES AND
900 TICKLER SYSTEM FOR
CORRESPONDENCE CONTROL**

MAJOR CHANGES

1. Appendix E 200, Types of Correspondence has been changed to include sections 201.2 *Preparing Telegrams* and 201.4 *Telegraphic Correspondence when FBI is Addressee*. Also, a number of the cable submissions in 300 *From Posts to Department* have changed to a "dot.dot" format. Editorial changes have been made as well.

2. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy the pages for 200 Types Of Correspondence (TL:VISA-119; 7-3-95, 11 pages) and then, insert 200 Types Of Correspondence (11 pages). Remove and destroy the pages for 300 Telegraphic References to Standard Visa Texts (TL:VISA-119; 7-3-95, 61 pages) and then, insert 300 Telegraphic References to Standard Visa Texts (59 pages). Remove and destroy the page for 500 Procedures for Handling Requests for Information or Documents Contained in the Visa Files (TL:VISA-119; 7-3-95, 1 page) and then, insert 500 Procedures for Handling Requests for Information or Documents Contained in the Visa Files (1 page). Remove and destroy the pages for 700 Instructions Relating to Congressional Correspondence (TL:VISA 119; 7-3-95, 4 pages) and then, insert 700 Instructions Relating to Congressional Correspondence (3 pages). Remove and destroy the pages for 800 Correspondence with Attorneys or Other Intermediaries (TL:VISA 119; 7-3-95, 1 page) and then, insert 800 Correspondence with Attorneys or Other Intermediaries (1 page). Remove and destroy the pages for 900 Tickler System for Correspondence Control and then, insert 900 Tickler System for Correspondence Control (4 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:VISA-269, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

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(CA/VO/L/R)